

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT

State of New York
UNIFIED COURT SYSTEM
8TH JUDICIAL DISTRICT

Announcement #08011

POSITION: COURT REPORTER **JG: 24**

LOCATION: ALLEGANY COUNTY MULTI-BENCH COURT
COURTHOUSE, BELMONT, NY 14813

BASE SALARY: \$68,418 PER YEAR

CLASSIFICATION: COMPETITIVE/PROVISIONAL - THIS WILL BE A PROVISIONAL APPOINTMENT
PENDING THE NEWLY ESTABLISHED CIVIL SERVICE LIST OF ELIGIBLES

QUALIFICATIONS: High School diploma or the equivalent and three (3) years of recent general verbatim reporting experience*; **or** Completion of a course in court reporting and two (2) years of full-time general verbatim reporting experience*.

*Two hundred fifty (250) days of per diem experience may be substituted for one year of full-time experience.

DISTINGUISHING FEATURES OF WORK: Court Reporters are responsible for verbatim recording and transcribing testimony in formal and informal court settings, such as trial, conferences, calendar calls, arraignments and hearings. They also perform back office and courtroom clerical tasks such as processing forms related to case proceedings. Court Reporters may be assigned to work in other courts during emergencies or to record and transcribe administrative hearings. Court Reporters work in the Civil and Criminal Courts of the City of New York and in City, Family, District, Surrogate's, and County Courts.

ASSIGNMENT: The appointee to this position will be assigned to record verbatim testimony for the Allegany County Multi-Bench Court and will be expected to travel to other court locations throughout the 8th Judicial District as needed.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

ADDITIONAL INFORMATION: Individuals who have either failed or have withdrawn from a recent civil service examination for the title of Court Reporter (Examination 45-754) administered in April 2009, or any provisional employee who was eligible to take this exam but chose not to will not be considered for this position. In addition, as part of the screening process for this position, candidates may be required to participate in a formal assessment of their verbatim recording and transcribing skills, including a read back from their stenographic notes.

All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application For Employment form (obtainable from any administrative office in a court building or on the web <http://www.nycourts.gov/careers/UCS5.pdf>) and/or a resume to:

Marie Villari
Senior Management Analyst
8th Judicial District Office
92 Franklin St.
Buffalo, New York 14202

Applicants are encouraged to complete the EEO data collection form.

POSTING DATE: **OCTOBER 7, 2010**

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: **OCTOBER 29, 2010**

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. Special arrangements for the disabled may be made by contacting the 8th District Administrative Office at (716)845-2505 For more information on career opportunities in the NYS Courts, please visit www.nycourts.gov